

# *Iowa College Student Aid Commission*

## **Application for Registration (Authorization) of Postsecondary Schools Iowa Code Chapter 261B**

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed. If there is insufficient space on the form to provide all requested information, use additional, separate attachments as required, numbering them to correspond to the application item. Other documents or materials may be attached separately in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form, for example, "see attachment #xx."

Submit the completed and electronically-signed PDF of the application and any separate electronic attachments via email to [Carolyn.Small@iowa.gov](mailto:Carolyn.Small@iowa.gov), or store on external media (i.e.: thumb drive, CD, etc.) and mail to:

Postsecondary Registration Coordinator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, Iowa 50309

A school must submit a \$1,000 application fee with the application. Please make the check payable to the Iowa College Student Aid Commission and mail to:

Iowa College Student Aid Commission  
P.O. Box 310348  
Des Moines, IA 50331-0348

The information you provide will be open to public inspection under Iowa Code Chapter 22.11, and posted to the Iowa College Student Aid Commission (the Commission) website under Iowa Code Section 261.2., subsection 7(b).

Exception: A private non-profit or for-profit corporation may submit financial statements associated with its most recent independent auditor's report to the Commission and request that they be treated as confidential. For more information, see application item #31.

**For assistance or questions regarding the application, contact the Postsecondary Registration Coordinator at:**

**[Carolyn.Small@iowa.gov](mailto:Carolyn.Small@iowa.gov)**  
**(515) 725-3413**

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Western Illinois University  
 Street: 1 University Circle  
 Suite:  
 City: Macomb State: IL Zip: 61265 Country: USA

Telephone Number for the school's primary state authorization contact (including country or area code):  
 309-762-8090

E-mail address for the school's primary authorization contact:  
 J-Rives@wiu.edu

(2) Type of school: ☐ For-profit ☐ Non-profit ☒ Public

(3) If applicable, provide the address of all physical locations in Iowa where instruction will occur. For a school that is applying for registration to offer distance education programs and that has established, or plans to establish, a permanent Iowa site(s) at which students will participate in a structured field experience, the school may record below the location of that Iowa field experience site(s).

Street: 225 West 2nd Street  
 Suite:  
 City: Davenport State: IA Zip: 52801  
 Telephone:  
 563-326-7804

(4) Provide the **total** estimated tuition charges, fees and other costs payable to the school by a student over the course of each entire program [(261B.4(3))]. If the school is applying to offer both residential programs that require some face-to-face interaction between student and faculty at an Iowa location in addition to programs that are offered fully "at a distance," please separately list distance education programs, as illustrated below:

	Residential Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated <b>Total</b> Program Charges
<b>Add Row</b> <b>Delete Row</b>	Post Baccalaureate Certificate in Museum Studies (18 Hours)	\$5,825.52	\$1,622.16			\$7,447.68
<b>Add Row</b> <b>Delete Row</b>	Master of Arts in Museum Studies (34 Hours)	11,003.76	3,064.08			14,067.84
<b>Add Row</b> <b>Delete Row</b>	Integrated Degree Programs: Anthropology or Art with Museum Studies (151 Hours) *Only the Museum Studies component is offered in Iowa.	45,252.84	10,814.40			56,067.24

Add Row	Integrated Degree Program: Fine Arts or Recreation, Park and Tourism Administration with Museum Studies (149 Hours) *Only the Museum Studies component is offered in Iowa.	44,605.56	13,427.88			58,033.44
Delete Row						
	Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated <b>Total</b> Program Charges
Add Row	Undergraduate Certificates: (1) Fire Administration and Management, (2) Fire Prevention Technology (Both 30 Hours)	8,805.00	2,703.60			11,508.60
Delete Row						
Add Row	Undergraduate Degree Program: RN-BSN Completion (125 Hours)	36,687.50	11,265.00			47,952.50
Delete Row						
Add Row	Undergraduate Degree Program: Bachelors of General Studies (BGS) (120 Hours)	35,220.00	10,814.40			46,034.40
Delete Row						
Add Row	Post Baccalaureate Certificate in Business Administration (12 Hours)	3,883.68	1,081.44			4,965.12
Delete Row						
Add Row	Post Baccalaureate Certificates in Instructional Design and Technology: (1) Online and Distance Learning Development and (2) Technology Integration in Education (15 Hours)	4,854.60	1,351.80			6,206.40
Delete Row						
Add Row	Post Baccalaureate Certificate in Instructional Design and Technology: Educational Technology Specialist (24 Hours)	7,767.36	2,162.88			9,930.24
Delete Row						
Add Row	Post Baccalaureate Certificate in Supply Chain Management (12 Hours)	3,883.68	1,081.44			4,965.12
Delete Row						

Add Row	Masters in Business Administration: Online or Hybrid Format (33 Hours)	10,680.12	2,973.96			13,654.08
Delete Row						
Add Row	Integrated Degree Program: Accountancy, Computer Science, with Business Administration (150 Hours)	44,929.20	13,518.00			58,447.20
Delete Row						
Add Row	Integrated Degree Program: Economics with Business Administration (143 Hours)	42,663.72	12,887.16			55,550.88
Delete Row						
Add Row	Integrated Degree Program: Finance, Human Resource Management, Management, Marketing, or Supply Chain Management with Business Administration (162 Hours)	49,136.52	14,689.56			63,826.09
Delete Row						
Add Row	Integrated Degree Program: Law Enforcement and Justice Administration with Business Administration (151 Hours)	45,252.84	13,608.12			58,860.96
Delete Row						
Add Row	Masters in Curriculum and Instruction (31 Hours)	10,032.84	2,793.72			12,826.56
Delete Row						
Add Row	Masters in Instructional Design and Technology (35 Hours)	11,327.40	3,154.20			14,481.60
Delete Row						
Add Row	Integrated Degree Program: Instructional Design and Technology (146 Hours)	43,634.64	13,157.52			56,792.16
Delete Row						
Add Row	Hybrid Masters Degree in College Student Personnel (42 Hours)	13,592.88	3,785.04			17,377.92
Delete Row						

Add Row	End of Western Illinois University Listing					
Delete Row						

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please separately attach documentation that describes the expectations of the student, school faculty and a site supervisor during the field experience.

The RN-BSN, BGS, MBA, Master's in Curriculum and Instruction, College Student Personnel, and Instructional Design and Technology. Additional information is in Attachment 1 and Appendices A&B.

(6) Provide the name of all other State of Iowa agencies required to approve the applicant school in Iowa and the school's contact person at that Iowa agency. Separately, attach documentation of the school's approval.

State of Iowa Agency Name:

None. Please see Attachment #2 for additional response to Questions 6 and 7.

Contact Person:

Telephone Number:

E-mail address:

(7) Does the school plan to offer a program in Iowa that prepares a student for first-time, licensed professional employment?



No



Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who successfully completes the school's program is not required to complete additional coursework or practicum hours.

N/A.

(8) Provide a link to the school's website, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]. For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund policy must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

Western Illinois University's Withdrawal from Courses or University Policy is available at [www.wiu.edu/vpas/policies/withdraw.php](http://www.wiu.edu/vpas/policies/withdraw.php). The University's Refund and Credit Policy is available at [www.wiu.edu/vpas/policies/refcred.php](http://www.wiu.edu/vpas/policies/refcred.php). Please see Attachment #3 for additional information on these policies.

(9) Provide the name, business address and telephone number of the school's chief executive officer [(261B.4(7))]:

Name:

Street:

Suite:

Dr. Jack Thomas, President

1 University Circle

City:

State:

Zip:

Country:

Telephone Number:

Macomb

IL

61455

USA

309-298-1824

(10) Provide a link(s) to the school's website, or describe below the means by which the school provides the following disclosure to students. (If the school provides this information in one or more web-based documents, please provide both the link to the document and the page number within the document where the disclosure(s) is located.

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course, or the fact of completion of the course, is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States Department of Education or its successor agency which has accredited the school.

The Western Illinois University website is available at [www.wiu.edu](http://www.wiu.edu).

Please see Attachment #4 for requested information on items 1-6 (above).

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has elected to register with the Iowa Secretary of State as a corporation transacting business in Iowa, please list the corporation's Iowa resident agent. If a distance education provider chooses not to register with the Iowa Secretary of State, the response to this question may be "not applicable - distance education provider."

Name: Pamela J. White, JD, Ph.D. Street: 427 Pershing Ave.  
Suite: 108 City: Davenport State: IA Zip: 52801  
Telephone Number (including country or area code): 319-310-8647

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school [(261B.4(6))]:

	Officer Name	Address	Telephone Number
Add Row	Mr. Roger Clawson Chairperson, Western Illinois University Board of Trustees	800 36th Ave. Moline, IL 61265	309-736-0606
Delete Row			
Add Row	Ms. Yvonne Savala Vice-Chairperson, Western Illinois University Board of Trustees	3653 Kennedy Drive East Moline, IL 61244	309-230-5622
Delete Row			
Add Row	Mr. Phil Hare Secretary, Western Illinois University Board of Trustees	3805 44th Street Rock Island, IL 61201	309-781-1492
Delete Row			

Add Row	Mr. Lyneir Cole Member, Western Illinois University Board of Trustees	9736 S. Nashville Oaklawn, IL 60453	312-307-4839
Delete Row			
Add Row	Ms. Cathy Early Member, Western Illinois University Board of Trustees	1221 W. Jackson Street Macomb, IL 61455	309-837-1200
Delete Row			
Add Row	Mrs. Carolyn J. Ehlert Fuller Member, Western Illinois University Board of Trustees	11211 31st Street Drive West Milan, IL 61264	309-781-1003
Delete Row			
Add Row	Mr. William Epperly Member, Western Illinois University Board of Trustees	747 N Washbash #1801 Chicago, IL 60611	312-852-1348
Delete Row			
Add Row	Mr. Michael Quigley Student Member, Western Illinois University Board of Trustees	330 Wigwam Hollow Rd. Apartment 11 Macomb, IL 61455	309-398-3234
Delete Row			

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school [(261B.4(6))]:

	Name	Address	Telephone Number
Add Row	Not Applicable (NA)	NA	NA
Delete Row			



(14) Name all agencies accrediting the institution and programs **offered in Iowa that are recognized by the U.S. Department of Education** [(261B.4(9))]. Separately attach a copy of the school's accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, provide either: 1) documentation from the accrediting agency that its approval is not required, or 2) documentation that the accrediting agency will not consider the school's approval request until the Commission approves the school to operate in Iowa.

Accrediting Agency 1  
Name:

Street:

Please see Attachment #5.

Suite:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 2  
Name:

Street:

Suite:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 3  
Name:

Street:

Suite :

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records [(261B.4(12))]:

Please see Attachment #6.

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information:

Name:

Street

Office of the Registrar

1 University Circle

Suite

City:

State:

Zip:

Sherman Hall 110

Macomb

IL

61455

Country:

Telephone Number (including country or area code):

USA

309-298-2787

E-mail address and/or website:

[www.wiu.edu/registrar/transcripts.php](http://www.wiu.edu/registrar/transcripts.php)

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

	State	Agency Name
<input type="button" value="Add Row"/>	Illinois	Illinois Board of Higher Education
<input type="button" value="Delete Row"/>		
<input type="button" value="Add Row"/>	Iowa	The Iowa College Student Aid Commission
<input type="button" value="Delete Row"/>		
<input type="button" value="Add Row"/>	Distance learning states are exemptions, and not listed per the instructions. Western Illinois University is applying for National Council for State Authorization Reciprocity Agreements membership at the time of submitting this Application.	Appendix D provides copies of documentation of Western Illinois University's registration in Iowa and the Illinois Statutes establishing the Western Illinois State Normal School in 1899 that was renamed Western Illinois University in 1957.
<input type="button" value="Delete Row"/>		

(18) Has a state ever revoked the school's approval to operate in that state?

☒ No ☐ Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

☒ No ☐ Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

☒ No ☐ Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school, or a state attorney general's office or other enforcement authority?

☒ Yes ☐ No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [261B.4(13)]

Please see Attachment #7. Please also see Appendix E for the information requested in Question #23.

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

☐ Yes ☒ No

Please separately attach a copy of the school's current Federal Student Aid Program Participation Agreement with the U.S. Department of Education.

(24) Do you currently:

Enroll students in Iowa? ☐ No ☒ Yes. How many? 814

Employ Iowa faculty? ☐ No ☒ Yes. How many full-time? 481 How many part-time? 333

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker or admissions representative)?

☐ No ☒ Yes 16 How many full-time? 16 How many part-time? 0

(26) If are you applying to offer face-to-face instruction at one or more fixed locations in Iowa, provide the name, title, business contact information and a brief curriculum vitae summary for the Iowa resident(s) who is employed as a full-time faculty member or program coordinator devoted to Iowa students.

Pamela J. White, Ph.D., J.D., is a resident of Iowa, employed full time at the University as Director and Associate Professor of Museum Studies. Her contact information is presented in Question #11, and her CV is presented in Appendix F. For Question #27, all materials are provided in Appendix G.

(27) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? 146 How many are part-time? 6

Separately attach resumes, other documentation or links to your website that describe 1) the educational and experiential qualifications of all faculty or instructors who teach the courses offered to Iowans, and 2) the general subject matter in which they teach.

(28) How will your school comply with Iowa Code section 261B.7, which requires the school to disclose 1) that it is registered by the Commission, and 2) the Commission's contact information for student questions or complaints?

Please see Attachment #8.

For Question #29 (below), please see Attachment #9 for details and Appendices H and I for referenced Western Illinois University materials.

(29) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h?"

☒ Yes ☐ No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h." For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov)

**You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.**

(30) Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? (Note: At this time, the Commission does not require annual reports for out-of-state distance education program providers.)

☒ Yes ☐ No

(31) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit financial statements associated with an independent audit to the Commission in a separate electronic file that is marked "confidential." In that case, the Commission will not disclose the school's financial statements to the public.

The Western Illinois University Financial Audit for the Year Ended June 30, 2014 was completed by E.C. Ortiz & Co., LLP and released on December 18, 2014. It is displayed in Appendix J.

(32) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

Please see Attachment #10.

(33) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Please see Attachment #11 and Appendix K.

(34) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to operate a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

Courses are held at the Western Illinois University-Quad Cities Riverfront Campus located in Moline, Illinois, and the Figge Art Museum located in Davenport, Iowa. Please see Attachment #12 for additional facilities details. Appendix L provides the facilities agreement between the University and Figge.

(35) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all educational, administrative and service locations operated by the applicant and any parent organization.

Not Applicable.

(36) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Student and graduate comments and complaints are addressed separately for discrimination, ethics, police conduct, and/or all other institutional issues. University policy, procedure, and contact information for each type of complaint is described below in Attachment #13 and Appendix M.

(37) Provide the most recent official Stafford loan cohort default rate that the U.S. Department of Education reports for the school. If the school has multiple campuses and is applying for distance education programs, report the cohort default rate for the campus that supports the school's online programs.

The most recent official Stafford loan cohort default rate that the U.S. Department of Education reported for Western Illinois University is 5.5%, which is the Fiscal Year 2012 Official 3 Year Default Rate. Copy of this correspondence is available in Appendix N.

(38) Provide the average loan debt upon graduation of individuals completing programs at the school.

The average loan debt of May 2015 graduates at Western Illinois University was \$25,900.

(39) Provide the graduation rate for each branch location that the school reports to the U. S. Department of Education National Center for Education Statistics. If the school has multiple campuses for which it reports a graduation rate and is applying for distance education programs, report the graduation rate for the campus that supports the school's online programs.

This 2009 new freshman cohort graduation rate was 52.8%.

**SIGNATURE**

**Applicant School Chief Executive Officer**

Jack Thomas, President

Name

**Jack Thomas**

Digitally signed by Jack Thomas  
Date: 2015.11.02 11:42:13 -06'00'

Signature

President

Title

November 2, 2015

Date

See link below for video instructions to set up a digital signature (start video at 2:57 for relevant information)

<http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>

**By my signature above, I commit to the delivery of programs my school offers in Iowa, and agree to provide alternatives for students to complete programs at my school or at another school(s) if my school closes a program, or my school closes before students have completed their courses of study.**

**Additional Instructions:**

- If any information in this application changes before the Commission considers the application the school should inform the Postsecondary Registration Coordinator via email.
- A registration fee of \$1000 is due and payable to the Iowa College Student Aid Commission upon registration approval.
- Registrations must be renewed every two years. During a registration term, a school must submit a written request for amendment via email and remit an additional \$1000 amendment fee upon any substantive change in program offerings, location, or accreditation.
- During a registration term, other changes that occur to the information provided in this application must be submitted in writing (e-mail is acceptable) to the Postsecondary Registration Coordinator within 90 days of the change (e.g., a new program that does not require the approval of an agency of the state of Iowa).